

# Memorandum

To: ALL DISTRICT DEPUTY DIRECTORS FOR  
ENVIRONMENTAL/PLANNING  
ALL DISTRICT ENVIRONMENTAL OFFICE CHIEFS

Date: April 30, 2002

File No.:

From: DEPARTMENT OF TRANSPORTATION  
DIVISION OF ENVIRONMENTAL ANALYSIS - MS27

Subject: Standard NES Outline and Templates

As part of the Department's continuing effort to streamline the environmental process and facilitate development of well crafted, high quality environmental documents and technical reports, the Division of Environmental Analysis (DEA) has adopted new standard outlines and templates for the organization of Natural Environment Study Reports (NESR), and simple natural environment reviews called Natural Environment Study Memos (NESM) based upon the recommendations of the Biological Consultancy Group. These new formats, templates, and guidance were developed by the Biological Consultancy Group in partnership with FHWA to facilitate and streamline both the consistent development and the internal/external reviews of the Department's biological technical studies.

This new format and outline for the NESR reflects changes in regulations, information needs, electronic publishing requirements, and other current issues. The associated templates include basic guidance for content in each section. A new NESM format is also included to provide a flexible NES like format for simple projects with very minimal effects on biological resources requiring documentation.

Attachments A and B are Microsoft Word document templates that contain the format of the reports with limited guidance on content. Text in red should be replaced by project or report specific language. Text in blue is guidance that should be deleted from the final report or incorporated into the report and changed to black text. The templates use standard fonts and styles, which need to be maintained in the final reports.

Effective immediately, all new NES documents prepared for projects on the State Highway System will use the standard NESR or NESM format found in Attachment A and B. The Department strongly recommends the use of these formats for the NESs prepared for federal aid projects on local streets and roads. The formats and templates will be available on the Intranet and Internet for easy access by environmental and other staff. The standardized document format, along with the recently initiated Environmental Document Quality Control Program (Memorandum, November 29, 2001), are important steps in strengthening the quality of the Department's environmental document production.

If you have any questions, please contact Gregg Erickson at (916) 654-6296.

  
GARY R. WINTERS, Chief  
Division of Environmental Analysis

Attachments